

Marion Rotary Club/Foundation Annual Community Grants Policy

Grant Process

Each year, the Grant Committee Chair updates and sends out the grant related information (timeline, application, announcement correspondence, grant requests rating form, etc.) to the Committee and Club Secretary for review. The grant announcement, application, and funding priorities documents should be finalized and in coordination with the Club Webmaster – posted via the Club’s website and social media, as well as with the Club Secretary – emailed to local media and to those on the most current grant list.

Soon thereafter, following the March 17th grant deadline, the Club Secretary and Grant Committee Chair will coordinate to get the completed applications sent out to the Grant Committee along with the grant requests rating form and grant requests summary form.

The Grant Committee will individually review and rate the grant applications in preparation for a meeting of the Committee in late November or in December to select those grants in which to recommend to the Rotary Board for approval. The Grant Committee recommendation will be submitted to the Rotary Board for Board approval.

Immediately following Board approval, the Grant Committee Chair and Club Secretary will coordinate in order to finalize grant award letters to each recipient and submit those to the Club Treasurer. The Club Treasurer will cut grant award checks to each recipient and mail them along with the award letters.

A week or so following the checks being mailed, members of the Grant Committee in coordination with the Grant Committee Chair, will contact recipients in order to schedule them to attend a Rotary meeting (February – June) to accept a ceremonial check as well as to provide a brief overview of the use of the grant funds.

The Grant Committee Chair will coordinate with the Club Secretary, Club President, and/or Monthly Program Chair in order to facilitate grant recipient presentations (ensuring they or a member of the Grants Committee will host the recipient during the respective meeting as well as to provide an introduction for them, prepare and present the ceremonial check, etc.)

Grant Documents

1. Annual Community Grant Timeline
2. Annual Community Grant Application Cover Letter
3. Annual Community Grant Application
4. Grant Funding Priorities
5. Annual Community Grant Requests Rating Form (Excel & PDF)
6. Annual Community Grant Requests Awards Summary (Excel & PDF)
7. Annual Community Grant Notification Award Letter